

Pre Authorization Business Travel Request



Destination: Eastern Province Trip Description: To Target Eastern Province Groups specially to sign deals for the month of Rajab Period: XXXX 2023 Exhibition International Trip Trade Show Local Trip Sales Call Budgeted Others Non-Budgeted

Business Rationale / ROI:

Our aim to increase GRPs in this period until Ragab as this is the peak season for EP Business, and try to get business from Bahrain even if with low rate but stable business

Our target 4000 room nights

Travelers Details:

| Name | Ayman Sarhan |
|-----------------------|--------------|
| Title | ADBD |
| Joining Date | 07.11.2019 |
| Business Leaves Start | 25.10.2023 |
| Business Leaves End | 30.10.2023 |
| Back to Work | 31.10.2023 |

Estimated Cost:

| Description | Estimated value |
|---------------------|-----------------|
| Registration / Fees | |
| Visa | SR 300 |
| Ticket | SR 2000 |
| Transport | SR 2500 |
| Accommodation | SR 2200 |
| Meals | SR 1500 |
| Giveaways/Others | |
| Total Trip Cost | SR 8500 |

Requested by XXXXX XXXXX

Reviewed & Approved by Syed Zohaib Ahmed Cluster DOF

Approved by Dani Saleh Cluster GM